

DHS ADMINISTRATIVE PROCEDURES MANUAL

Chapter 801

Title: DHS Hiring Procedures

- I. **PURPOSE:** These guidelines establish departmental guidelines for the hiring of all personnel for the Department of Human Services (DHS).
- II. **SCOPE:** These guidelines apply to all positions covered by the Uniform Classification and Compensation Act within DHS divisions, Offices and Institutions.
- III. **STATEMENT OF EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION:**
 - A. DHS is an equal opportunity employer providing equal employment opportunities without regard to race, color, sex, religion, national origin, age, physical or mental disability, veteran status, or political affiliation. This policy and practice relate to all phases of employment including but not limited to recruitment, selection, placement, promotion, demotion, transfer, layoff, recall, termination, rates of pay or other forms of compensation, training, use of all facilities, and participation in all DHS sponsored employee activities and programs.
 - B. The Personnel System Hiring Procedures reflect a system that promotes equal opportunities for all DHS employees. It shall be the responsibility of each manager and hiring supervisor to be familiar with these procedures and exercise their responsibilities by applying these principles in good faith.
 - C. Where the Office of Equal Opportunity (OEO) determines that there is underutilization, OEO must determine the cause of the underutilization, that is, whether the underutilization is the result of discrimination. If OEO or a court makes a finding of discrimination, OEO must establish a plan, subject to approval by the DHS Director, narrowly tailored to remedy the discrimination. The plan may include Affirmative Action Hiring.
- IV. **GLOSSARY OF TERMS:**
 1. Affirmative Action Hire - selection of a protected class member in accordance with a plan to remedy identified discrimination. The selected applicant must have a Knowledge, Ability, and Skill score within fifteen points of the highest qualified applicant for the position.
 2. Career Opportunities Bulletin (COB) - a listing of vacant positions within the Department prepared weekly by OHR/Recruiting including the position's grade, position's location, minimum qualifications (which must be fully met), contact person, closing date for filing an application, and important instructions to applicants.
The Career Opportunities Bulletin is available to all DHS Divisions/Offices and other recruiting sources via the Internet and is also posted in many offices where applicants have access.
 3. Classifications - the system of grouping job functions established by the Office

of Personnel Management.

Example:	<u>Position Title</u>	<u>Class Code</u>
	Secretary I	K155
	Secretary II	K153

The "K" represents the job family that combines clerical job functions.

4. Closing Date - the last day that an application for a vacant position may be submitted. Applications can be submitted to the DHS County Offices, Employment Security Department (ESD), the Institutional Personnel Office (IPO) or the OHR/Recruiting Office and via the Internet.
5. Continuously Advertised Position Listing - a listing of classifications for which DHS and ESD offices will accept applications regardless of a known vacancy. These positions usually have high turnover rates or shortage of qualified applicants.
6. Department - The Department of Human Services including all Divisions and Offices.
7. Director/Designee - an individual within a division who has been designated to sign personnel actions for the respective Director.
8. DHS - Department of Human Services
9. Emergency Hire - hires necessary to provide for maintenance of essential services in an emergency situation.
10. Equal Employment Opportunity - assurance that all applicants and employees are given an equal opportunity in treatment during recruitment, selection, placement, and other related actions. (See DHS Equal Opportunity Statement).
11. ESD - the Employment Security Department. ESD provides job services without charge to the public.
12. Freeze Exempt Positions - a list of position classifications that have received approval to be filled without being submitted to the Governor's Hiring Freeze Committee. These positions are usually related to the direct care of clients.
13. Functional Job Description - a narrative description of the tasks to be performed in each job. All items must show a supporting relationship in the Office of Personnel Management State Job Specification.
14. Governor's Hiring Freeze Committee - an external authority outside DHS from which approval must be obtained before a vacant non-freeze exempt position can be filled.
15. Hire Packet - a group of forms that are required to process a hire decision.
16. IPO - the Institutional Personnel Offices located throughout the Department.

17. Knowledge, Abilities and Skills (KAS) - Knowledge, abilities and skills determined by OPM to be necessary at job entry level in order to satisfactorily perform the functions of the job. KASs are used during the selection process to develop applicant rankings.
18. Minimum Qualifications (MQs) - minimum qualifications (education, experience, etc.) required to be considered employable in a certain position as established by the OPM job specifications.
19. Minimum Qualification Screening - a process used by OHR/Recruiting and IPOs to evaluate applicant qualifications for a position.
20. Non-DHS Employees - individuals who are not employed by DHS including temporary extra help positions.
21. Non-Freeze Exempt Positions - positions which require the approval of the Governor's Hiring Freeze Committee prior to filling a vacant position.
22. OHR - Office of Human Resources
23. OPM - the Office of Personnel Management. This office is part of the Department of Finance and Administration and is responsible for maintaining classification and compensation for all classified State employees through procedural guidelines to State agencies.
24. Position - the position number of a classification. The position number is always an eight-character number that includes the agency code.
Example:

<u>Position Number</u>	<u>Classification</u>
710A-0001	DHS Director
25. Position Disposition Form - the form on which a list of qualified applicants is sent to the hiring supervisor.
26. Protected Class - A group of persons of a particular race, color, religion, sex, age, national origin, citizenship status, or disability, whom the law protects from discrimination based on that group membership.
27. QRC - the Qualifications Review Committee of the OPM. This committee meets to determine if individuals meet minimum qualifications where there is a question regarding the individual's qualifications for a specific position. Requests for QRC determinations may originate from the IPO through OHR/Recruiting.
28. RIF - a reduction in work force or layoff. Employees who have been identified for RIF are notified of vacancies within the Department in compliance with DHS Policy 1023, Reduction-In-Force (RIF).
29. SKILLS Bank - a computerized system containing applicant and vacancy information.
30. Under-utilized/under-utilization - determined for a protected class by ascertaining the ratio of protected class members in an Equal Employment Opportunity (EEOC) job category to the total number of incumbents.

Underutilization exists if that ratio is less than the ratio of qualified protected class member applicants for such positions to the total number of qualified applicants.

31. Veterans Preference - points awarded to veterans in accordance with Act 414 of 1947, Act 527 of 1981, and Act 40 of 1995.

V. PROCEDURES:

A. Emergency Hires/Appointments

Emergency hires refer to appointments that are necessary to provide for maintenance of essential services in an emergency situation. Requests for emergency appointments must be made in writing to the Division Director and approved by the Department Director/designee and the Office of Personnel Management (OPM). Approved emergency hire requests will be sent to the IPO or OHR, Attn: Personnel Processing Section, for correct inclusion in the personnel file. The employee may remain in the position currently occupied during the emergency hire and may apply when the position is advertised under standard procedures. The length of the emergency hire will not exceed six months. (See DHS Policy 1046, Emergency Hires.)

B. Vacancy Submission Procedures

1. a. When a vacancy occurs, the hiring official completes, secures appropriate approvals and submits a Job Vacancy Request, Form DHS-1138; Hiring Freeze Request, Form DHS-1132, unless the position is freeze exempt; and a current Functional Job Description, Form DHS-1158, to: "The Office of Human Resources, Attn: Recruiting Section."
- b. Supervisors should submit these documents upon receipt of a resignation notice (notice can be written or verbal notice of resignation).
 - (1) OHR Deadline - The above referenced forms and documents must be received by OHR/Recruiting no later than 4:30 P.M. Tuesdays to be eligible for advertisement in the Career Opportunities Bulletin to be published the next week.
 - (2) Disapproved Freeze Requests will be returned to the Division. New forms must be resubmitted with justification if the position is to be filled. The hiring official must notify applicants already contacted of any delay.
 - (3) The approved original Hiring Freeze Request, Form DHS-1132, must be included in the hire packet. No offer of employment can be made until the Form DHS-1132 has been approved by OPM. An approved Freeze request is valid for the duration of the fiscal year in which it is obtained.

Note 1: Directors are responsible for keeping OHR advised of persons designated to sign Personnel Actions for them. Designations must be in

writing.

2. If the Job Vacancy Request, Form DHS-1138, indicates a vacancy for a Continuously Advertised Position, an interview list will be prepared from the current pool of applicants and forwarded to the hiring official. Generally a copy of the application for each applicant will be included with the list unless the Division Director has requested otherwise. If the current pool contains five or fewer eligible applicants, the hiring official will be contacted and may either accept the list for interview or request that the position be advertised. If the current applicant pool contains an adequate number of qualified applicants or if, upon inquiry, the hiring official agrees to accept a list with fewer than five applicants, the list for a Continuously Advertised Position vacancy will be available to the hiring official no later than five working days from receipt of the Job Vacancy Request.
3. All other vacancy requests will be advertised in the Career Opportunities Bulletin (COB) for at least the minimum advertisement period. The hiring official will be provided with an unranked interview list no later than two weeks after the closing date.
4. If an individual selected for a position resigns within sixty calendar days, the hiring official may select the second highest qualified person without submitting a new Job Vacancy Request, Form DHS-1138. A new freeze submission/approval by OPM is required.

Note 2: All vacancies are subject to review for court ordered and DHS Reduction in Force Placement. OHR/Recruiting will notify the appropriate hiring official if the vacant position is affected

C. Advertisement of Positions

1. Career Opportunities Bulletins (COB) will be distributed weekly to:
 - a. County offices within DHS
 - b. Employment Security Department (ESD) local offices
 - c. appropriate secondary school, commercial schools, Vo-Tech schools, colleges, universities, and minority organizations
 - d. organizations serving the needs of individuals with disabilities
 - e. other media as appropriate at several websites on the Internet.
2. All managerial and professional positions must be advertised for a minimum of ten working days. All other positions will be advertised for a minimum of five working days.
3. Statewide newspaper and newspapers serving the locale of the vacancy may be used.
4. Professional journals and other national publications may be utilized.
5. Agencies that serve the special interests of minorities, women, and

individuals with disabilities may be notified.

6. All classified advertisements and media used must be approved by OHR/Recruiting in writing. Advertising supplemental to the OHR/Recruiting advertising must be submitted to the OHR Recruiting Section and a DHS Requisition, Form DHS-1914, must accompany the request. OHR/Recruiting will review the advertisement to ensure compliance with minimum qualification statements, special requirements, etc. After reviewing and approving the supplemental advertisement, OHR will return the documents to the hiring official for processing through the purchasing system and placing the ad with the newspaper. The advertisement dates will be determined by OHR/Recruiting to coincide with the COB advertisements. Starting and closing advertising dates must be included in the advertisement if the position is not Continuously Advertised. Payment for special advertising is the responsibility of the requesting division or office.
7. All classified advertisement will contain the phrase "An Equal Opportunity Employer (EEO/AA/RA)" at the end of each advertisement.

D. Continuously Advertised Positions

1. Continuously Advertised Positions (CAP) will be posted in the Continuously Advertised Positions sections of the Career Opportunities Bulletin, and will be advertised as described in Section V.B.2. Applications for Continuously Advertised Positions will be accepted at any time. When a vacancy occurs in a Continuously Advertised position, the hiring official must complete and submit documentation to OHR/Recruiting as described in Section V.B.1.a. in order to determine applicant pool status.
2. If a pool of at least six qualified applicants currently exists, the Continuously Advertised Position vacancy may not be advertised. Exceptions will require written justifications and approval by the Division Director.

E. Advertised Positions

Applications are taken for all advertised positions for specific job titles and/or class codes when a position vacancy occurs. Applications must be submitted by the closing date of the specific advertisement period. (See DHS Policy 1069, Career Opportunities Bulletin).

F. Applicants' Responsibility

Applicants may obtain and forward completed job applications, "State of Arkansas Employment Application" to either ESD, OHR/Recruiting, IPO or the DHS County Office. Non-DHS employees may obtain a "State of Arkansas Employment Application" from any ESD local office, OHR/Recruiting, or DHS County Office and via the Internet. Applicants are responsible for ensuring that the completed application is received at OHR/Recruiting, ESD, IPO or the County Office before the closing date of the advertisement. Qualification review/evaluation will be based on the information submitted in the application

package.

1. Applications that are incomplete or incorrectly completed may not be processed within the standard time frame.
2. Resumes submitted without applications will be processed as much as possible, however a state application must be submitted in order to complete the application process.

G. Application Time Frames

1. Applications for Continuously Advertised Positions are active for sixty days. If applicants desire reactivation of their applications, they must sign and return the letters they received from OHR. Upon receipt of these signed letters, OHR will reactivate referenced applications for an additional sixty days.
2. Applications are valid for only one job title (class code) and/or position number. Complete application packages (copies with original signatures are accepted) must be submitted for each job class/position number.

H. SKILLS Bank

Applicant information will be entered into the DHS SKILLS Bank. Referrals for interviews will be made by OHR/Recruiting or IPO from the DHS SKILLS Bank. An AASIS component is scheduled to be implemented in 2002. This will replace the Skills Bank.

I. Pre-Screening

OHR/Recruiting and/or the IPO will evaluate information submitted by the applicant for Minimum Qualifications (MQs). The applicant will be notified if the application is incomplete or if he/she does not meet MQs. If OHR/Recruiting or the IPO cannot determine, based on the submitted information whether the applicant meets MQs, the application will be forwarded to the Office of Personnel Management (OPM) Qualifications Review Committee (QRC) for qualification determination. Requests for QRC determination may also originate from the IPO through OHR/Recruiting. In all cases, OHR/Recruiting will submit the QRC request to the OPM and will notify and copy the originating IPO. OHR/Recruiting and/or IPO will notify the applicant of determination.

J. Inadequate List

When there are five or fewer applicants on a list, the hiring official may request a list with additional applicants. If there are more than five applicants on the list but less than five choose to be interviewed, additional names may be requested. **The original listing should be retained by the hiring official for inclusion and consideration in the hire packet.**

K. Applicant Listing

The hiring official will be furnished the Position Disposition Form, Form DHS-1159, containing all qualified applicants. Copies of applications will accompany the list, unless a Division Director has requested otherwise.

1. Position Disposition List

a. Continuously Advertised Positions

- (1) If the hiring official has interviewed all applicants he or she was able to contact or all applicants in a specific Employment Applicant group, (refer to Section V.K.1.c.(1) Employment Applicant grouping Guidelines), and is unable to make a hiring decision, he or she may request additional names. The hiring official must submit a new job vacancy request requesting additional names to OHR/Recruiting or the IPO. If additional names are not available from the applicant pool, OHR/Recruiting will advertise or re-advertise the Continuously Advertised Position vacancy.
- (2) If the hiring official requests and obtains additional applicant names prior to making a final decision, he or she may retain the original list of applicants for consideration along with the additional names. The original list, documentation, and forms should be retained by the hiring official and, when a decision is made, sent to OHR/Personnel Processing or the IPO for inclusion in the hire packet (see Section S for complete information).

b. Positions Not Continuously Advertised

If the position is not a Continuously Advertised Position, a new Job Vacancy Request, Form DHS-1138, must be submitted to OHR/Recruiting for re-advertisement.

c. Employment Applications Grouping/Ranking Guidelines

These guidelines apply to both Continuously Advertised and Specially Advertised positions. If more than ten applicants are received, the hiring official has three options for compiling the interview list:

- (1) Option 1: Interview all applicants. The content and scoring of interview questions must conform to the guidelines of the KAS Rating Scale, Form DHS-1154, and associated interviewing procedures.
- (2) Option 2:
 - (a) Sorting the applications into three categories or groups, e.g., A) Well Qualified, B) Fully Qualified, and C) Minimally Qualified, by comparing the education/training and work experience data on each application with job related benchmarks written for the position. The benchmarks are

objective statements describing the education/training, work experience, and knowledge, abilities and skill level of each group based on the job class specification, functional job description, PPES, and the hiring official's knowledge of the position. The three groups are defined as follows:

- **Group A) Well Qualified:** This benchmark contains the minimum qualifications, as stated in the state job class specification, *plus* job-related preferences, such as additional relevant education, training or experience, the particular type of social service experience (e.g., child welfare, vocational rehabilitation, long term care, etc.), specific PC software skills, recency of related work experience, professional certifications, etc. Applicants assigned to this group are judged to possess all the background elements necessary to successfully perform the job at entry, based on the information contained in their application. Basically, this category represents the "preferred applicant" as defined by the hiring official.
 - **Group B) Fully Qualified:** This benchmark is similar to Group A, except that some preferred background element in the Group A benchmark is waived, e.g., advance degree, specialized training, etc. This category represents the "normally acceptable applicant" who could successfully perform the target job with minimal in-service training and guidance.
 - **Group C) Minimally Qualified:** Applicants assigned to this group lack several important background elements considered necessary for full job performance at entry, according to the information in their job applications. This category represents the "barely acceptable" applicant who would likely require considerable training, guidance and time to reach full performance level on this job. The benchmark for this group should not be more stringent than the minimum qualifications on the state job class specification.
- (b) Benchmarks are to be written in advance of application evaluation for the particular hiring cycle, and should not be adjusted to the qualifications of a particular applicant. The position benchmarks and the applicant grouping must show job-relatedness and will become part of the hire packet personnel record. Benchmarks may be changed when the job requirements change and changes are documented in advance of the next hiring cycle with an updated Functional Job Description and PPES standards.

- (c) At a minimum, all applicants in Group A must be contacted in a given hiring cycle. If there are no Group A applicants or a selection cannot be made from Group A, all applicants in Group B must be interviewed. If there are no applicants in either Group A or B, all applicants in Group C may be interviewed, or additional applications (or re-advertisement) may be requested at this point. If one applicant in a particular Group is interviewed, then all applicants in that Group must be interviewed. The minimum number of applicants that must be contacted (when available) is five.
- (d) Following is an example of a set of category benchmarks written for the job of Automobile Equipment Repair Foreman:

Example Only: Applicant Grouping Guide

Benchmark Characteristics of Applicants in Each Group

Date	Job Title	Position No.	Class Code	Hiring Official
6-1-94	Automotive Equipment Repair Foreman	710X-1010	S065	Joe Smith

OPM Minimum Qualifications: The formal equivalent of a high school diploma; plus three years experience in automotive systems and equipment repair, one of which must have been in a supervisory capacity.

Group A	Six months of motorized vehicle repair schooling, plus five years' experience in equipment repair on all types of automotive systems (e.g., engines, transmissions, brakes, etc.). Experience must include cars, trucks, and heavy equipment, both gasoline and diesel fueled. At least one of the five years of equipment repair experience must have been in a supervisory capacity, and must include taking inventory and ordering parts and supplies, writing service orders, etc., (indicating the ability to complete paperwork). All of the equipment repair must have been within the last ten years.
Group B	No automotive schooling, but experience as in Group A, except only four years' equipment repair, and no diesel or heavy equipment experience.
Group C	Same as Group B (i.e., no schooling or diesel/heavy equipment experience), except only three year's equipment repair experience limited to one manufacturer of automobiles

(3) Option 3: Developing a Supplemental Application Information Questionnaire.

- (a) Many job applications do not contain enough information to adequately group applications as described above. In cases where additional specific background information is needed, the hiring official may develop a questionnaire that, similar to an interview, asks applicants for information applicable to the job for which they applied (e.g., knowledge of the Arkansas Medicaid System, Title IV-E grants, state

contract procedures, ICF/MR regulations, etc.). However, the questionnaire items must be linked to the Knowledges, Abilities, and Skills contained in the OPM Job Class Specifications, tailored to the target job. For example, if the required KASs list "Knowledge of state/federal laws, regulations, and guidelines," the applicant may be questioned about the laws, regulations, and guidelines applicable to Medicaid, grants administration, etc.

- (b) The Supplemental Application Information Questionnaire is mailed to all qualified applicants to be returned within a reasonable time frame, usually one week. The returned questionnaires are combined with the original applications and then sorted into three categories according to the grouping method described in Option 2. The Supplemental Application Information Questionnaire is a way to obtain additional information needed to accurately group the applications. As with all personnel selection procedures, the selection criteria must be job-related and linked to the pertinent KASs required by the state and other job elements as documented by the hiring official in the PPES and Functional Job Description.

- 2. If additional names are not available from the applicant pool, the hiring official must submit a new Form DHS-1138 to OHR/Recruiting to re-advertise the vacant position.

L. Time Frames for Position Disposition

The Position Disposition List, Form DHS-1159, a list of qualified applicants is authorized for forty-five calendar days from the date it is sent from OHR/Recruiting. If the forty-five days have elapsed, the hiring official may request an extension with the approval of the next higher level of management. The extension request must be made to OHR/Recruiting and must include the reason no selection was made within the forty-five calendar day limit. The approval must be included in the Hire Packet.

M. Applicant Contact

Three attempts must be made to contact all applicants furnished to the hiring official by OHR/Recruiting or IPO. Contacts must be attempted at various times over a minimum of a two-day period. The hiring official will use the Applicant Referral Form, Form DHS-1160, to document three efforts to notify by telephone. Applicants with no telephone will be sent a letter (DHS Notification Letter) inviting them for an interview. The applicant has three working days in which to respond to the Notification Letter. Hiring officials may send DHS Notification Letters to all applicants rather than attempting telephone contact. All telephone calls and notification letters must include the statement: "If you have a disabling condition and wish an accommodation for the interview, please let me know." If the hiring official has questions about accommodations for applicants with disabling conditions, he or she may call the division ADA coordinator.

N. KAS Statement

1. Interviews must be conducted using the same written questions for all applicants with responses to each question indicated in writing by the interviewer. These questions and written answers will become part of the hire packet. The Job Applicant Assessment Worksheet, Form DHS-1154, will be used to record Knowledge (K), Abilities (A), and Skills (S); KASs must be used in the order submitted on the Functional Job Description. KASs can also be found on OPM Job Specifications.
2. The KASs on the functional job description should be determined using the OPM job classification specifications as a foundation and adding new KASs that are applicable to the job and deleting those that are not applicable to the job. The order of the KASs may be mixed according to the weights of the position-specific tasks to which they relate, i.e., questions relating to Abilities and Skills may be asked before questions relating to Knowledge. The KAS on the current, updated functional job description should be used as the foundation in developing questions for the interview during the hiring process.

O. Panel Interviews

1. If panel interviews are used, KAS scores must be determined by each committee member and then averaged for the final scores. All notes from committee members must be included in the hire packet. The same members must serve for all interviews for that position and they should have knowledge of the job duties. If a committee member is unable to participate in an interview, that interview must be rescheduled for a time when all members can attend. No substitutions may be made during the interview process.
2. Options for panel interviews are:
 - a. Panel actually selects the candidate to be hired. In this case, the hiring official is a member of a panel.
 - b. Panel interviews candidates and refers the top scoring candidates to the hiring official for further interview and selection.
3. Second interview - the hiring official conducts the interview of the top-scoring candidates with a different set of questions.

P. Interview Scores

Interview scores are good for ninety calendar days from the date of the interview and can be used for consideration of the applicant for another position if the following criteria are met:

1. The score is used for an identical position title and classification code.
2. The interview questions and KAS statements are the same.
3. The same people are conducting the interviews.

Q. References

Hiring supervisors wishing to check references must use the Reference Authorization and Reference Check, Form DHS-1162, and must have it signed by the applicant before phoning or writing for a reference check. Hiring officials shall be aware of federal and state guidelines for mandatory references on direct-care personnel. A negative reference report shall trigger further inquiry and may not be used solely to reject an applicant.

R. Job Offer

1. The applicant with the highest KAS rating may be offered the position. An exception to the offer will include documentation that would preclude such an offer.
2. The acceptance of a position cancels all the applicant's active applications. A new application may not be submitted to receive further consideration for another job change until six months after accepting position or six months in the position after completing a formal training program, if required by the position. Within his or her division, a division director may make an exception to the six-month probationary period, on an individual basis. For changes involving more than one division, the DHS Director will make the final decision if there is a conflict between the potential losing and gaining division directors.
3. If the applicant declines the position, the applicants with the next highest KAS ratings may in turn be offered the position until the list is exhausted. If a selection cannot be made from this list, an additional list may be requested. (See Section K). For under-utilization determination, OEO may be called. No job offer may be made until freeze approval has been obtained.

Note: An affirmative action hire may be made if OEO determines there is under-utilization.

S. Hire Packet

After selection has been made, non-institution hiring officials will confer with OHR-Personnel Processing for their division regarding salary calculations, prior state service and hire date. The hiring supervisor will assemble the hire packet in the following order as indicated in items 1, 2, and 3 below, submit the hire packet to the Director or designee for final approval and then forward the hire packet to OHR-Personnel Processing for processing. The hiring official should retain the original applicant listing, documentation, and forms until it is sent to IPO or OHR/Personnel Processing for inclusion in the hire packet when a hiring decision is made. The hiring official will prepare and mail Selectee confirmation and non-selection letters to the other applicants. (**Note:** Letters sent to applicants must be held until final approval is received in the event that the Director or designee rejects the top applicant).

1. Selectee's information first:
 - a. DHS-1161, Request for Personnel Action
 - b. Disclosure Forms
 - c. DHS-1162, County Attachment (If applicable)
 - d. DHS-1132, Hiring Freeze Request (approved original)
 - e. DHS-1158, Functional Job Description
 - f. DHS-1159, Position Listing
 - g. DHS-1154, Job Applicant Assessment Worksheet (KAS Rating Scale)
 - h. DHS Employment/Promotion Confirmation Letter
 - i. DHS-1160, Applicant Referral
 - j. Interview questions and notes
 - k. Application, resume, and supporting documents
 - l. DHS-1162, Reference Authorization and Reference Check (if applicable)
 - m. Copy of Benchmarks (if applicable)
 - n. Applicant grouping (if applicable)
 - o. Copy of Selection Criteria and KASs addressed in Supplemental Information Questionnaire (if applicable)
 - p. Statement of Selective Service status
 - q. Drug Screen confirmation
2. Those interviewed but not selected (highest KAS Ranking to lowest)
 - a. DHS-1154, Job Applicant Assessment Worksheet (KAS Rating Scale)
 - b. DHS-1160, Applicant Referral
 - c. Non-Selection Letter
 - d. Interview questions and notes
 - e. Resume and supporting documents
 - f. DHS-1162, Reference Authorization and Reference Check (if applicable)
3. Those referred but not interviewed
 - a. DHS-1160 Applicant Referral
 - b. Resume, and supporting documents

T. Additional Forms on Selectee

In addition to forms listed in Section S., the IPO and hiring officials will assure completion and forward to OHR-Personnel Processing the following forms on the selectee:

1. State and Federal Tax forms
2. Copy of Social Security Card
3. Application for membership in Arkansas State Retirement System (if new or rehire)
4. Vehicle Safety Forms, Forms DHS-1170, 1171, 1172, if applicable
5. Employee miscellaneous deductions (e.g., Credit Union, United Way,

Savings Bonds)

6. Form I-9
7. Other applicable documents

U. IPO Facility Supervisor's Methods

Institution hiring supervisors at facilities with an IPO will consult with and give information and documents to their IPO. The IPO secures the Institution Director's approval, assembles the Hire Packet in the order in Section S. and forwards the selectee's information to OHR/Personnel Processing. The IPO will retain the remainder of the hire packet plus a copy of the selectee's information in the Institution files. The IPO notifies selectee and mails appropriate letters.

V. OHR/Personnel Processing Hire Packet Deadline

All documentation must be received in OHR/Personnel Processing no later than noon of the first Monday of the pay period to assure the timely entry of the new employee's information into the payroll database.

W. Disclosure Forms

1. All hiring disclosure forms for the applicant selected should be sent by facsimile to the Personnel Processing Unit at 682-6553 (fax). The Personnel Processing Unit will assist hiring supervisors in getting approval for the disclosure forms. The Unit will review the forms for completeness and send them to OPM for approval. Upon approval, OPM will return the forms to the Personnel Processing Unit, which will then notify the hiring supervisor or division contact to submit the hire packet for the particular approved disclosure form. For the sake of speed, an e-mail address for the Point of Contact should be provided with the original disclosure statement.

2. Checklist for Completing the Disclosure Form

The following checklist should be used by the applicant prior to having the forms sent by facsimile to the Personnel Processing Unit:

- a. Disclosure applies only if the applicant or an immediate family member (the applicant, spouse, or mother, father, sister, brother, or child of the applicant or spouse) is a current or former (within two years)
 - Member of the Arkansas General Assembly
 - Constitutional Officer
 - State Employee
- b. If Section a. does not apply, the applicant checks "None of the above applies" and the Form F-3 becomes part of the individual's file and no further disclosure action is required.
- c. If information that is no more than two years old is disclosed on Form

F-3, the agency completes Form F-4, Employment of Family Members.

- d. The agency must fill out Form F-4 completely, including agency name, position, salary, and signature.
 - e. If a facsimile copy has been sent for approval, the sender should retain the original. Mailing the original and sending a facsimile copy may be confusing.
 - f. Teachers are not required to file the disclosure form unless a state-funded school employs them. Public school teachers are regarded as employees of a school district and not of the state.
3. With the exception of DDS Human Development Centers and the Benton Service Center, hiring supervisors themselves are not to send disclosure forms to OPM nor call OPM for clarification. Inquiries are to be directed to the Personnel Processing Unit alone.

X. Substance Abuse Testing

It is the policy of DHS that all employees are prohibited from using or possessing controlled substances or alcohol while on duty or working with the presence of alcohol or illegal drugs in the employee's body, or abusing legal drugs. Drug and alcohol testing are used to maintain a drug free work force, and all persons selected for new employment or a change of employment with the Department must submit to a drug screening as a precondition of employment. Documentation of having taken and passed the drug screen must be included in the Hire Packet (see Section V.S.1.q. above).